

**Penn State Harrisburg
Joint Faculty Senate and Academic Council Agenda**

Tuesday, October 25, 2016

Madlyn Hanes Executive Conference Room C300 11:30 a.m. - 1:00 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes September 20, 2016 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
Approval of Minutes, October 6, 2016 Appendix "B"
- C. COMMUNICATIONS TO THE SENATE
Senate liaisons report activities of the standing committees
Background for Salary adjustment
Assessment Committee Composition and Charges
- D. REPORT OF THE SENATE PRESIDENT
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. REMARKS FROM MEMBERS OF THE ACADEMIC COUNCIL
- H. NEW BUSINESS
Review of the Senate Constitution and By-laws
<https://harrisburg.psu.edu/faculty-senate/constitution-bylaws-and-standing-rules>
- I. UNFINISHED BUSINESS
- J. NEW LEGISLATIVE BUSINESS
- K. LEGISLATIVE REPORTS
- L. FORENSIC BUSINESS
- M. ADVISORY/CONSULTATIVE REPORTS
Enrollment Management & Outreach October 10, 2016 Appendix "C"
- N. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Tuesday, November 29, 2016 – 11:30am -1:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
MEETING OF THE FACULTY SENATE
MINUTES
September 20, 2016

Attendees:

Capital College Senators Present: J.B. Adams, E. Delozier, J. Gibbs, P. Kavanaugh, G. Mazis, B. Ran, L. Rhen, P. Swan, P. Thompson, D. Witwer, S. Yilmaz,

Administrators Present: O. Ansary, M. Kulkani

Invited Guests: N. Bayraktar, A. Marshall, L. Null

B. Ran, Faculty Senate President, opened the meeting at 11:45 a.m.

A. Minutes Approval for Faculty Senate Meeting

Ran requested discussion and asked for a motion to approve the minutes from the August 30, 2016 senate meeting. A motion was made by Delozier/Swan to approve the minutes, and they were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

Ran requested discussion and asked for a motion to approve the minutes from the September 1, 2016 Academic Affairs committee meeting. A motion was made by Thompson/Swan to approve the minutes, and they were unanimously approved.

C. Communications to the President

Ran did not receive any communications during the past month, but requested committee updates from the senate liaisons.

Academic Affairs – held first meeting on September 1, 2016. Monthly meetings have been scheduled for the academic year.

Athletics committee – meeting scheduled for September 29, 2016

Enrollment Management and Outreach – none scheduled

Faculty Affairs – meeting scheduled for September 29, 2016

Human Resources and Business Services – none scheduled

Information Systems, Technology and Library – none scheduled

International and Intercultural Affairs – meeting scheduled for October 10, 2016

Physical Plant – meeting scheduled for September 22, 2016

Strategic Planning – meeting scheduled for September 27, 2016

Student Affairs – meeting scheduled for October 18, 2016

Committees are asked to meet twice per semester (four times per year).

J. Gibbs, Parliamentarian of the Senate, received an e-mail from an undisclosed faculty member questioning two issues relating to the appointments by the Senate President.

1. Does the College Faculty Senate Constitution and bylaws give the Senate President the authority to appoint associate chairs to various Senate committees?

2. Under the College Faculty Senate Constitution and bylaws, can the past president be asked to chair ad-hoc committees and/or serve on committees?

- Whether associate chairs should be appointed was discussed; the issue at hand was determined to be whether the College Faculty Senate Constitution and bylaws support such appointment.
- The question regarding the president appointing associate chairs does not specifically appear in the constitution. However, Article 2 – Section 4 of the constitution can be broadly interpreted to support this. The rationale for the president appointing associate chairs for this academic year is to support assistant professors that are chairing standing committees. It will also assist committees that have heavy workloads to disperse the work. And it also creates additional leadership opportunities.
- As for the question on the past presidents, Article 1 – Section 5 addresses the role of the immediate past president. The immediate past president “performs other duties assigned by the Senate President.” For the previous past presidents who are not immediate past presidents, the Constitution does not specifically address this, but these past presidents are regarded as a regular faculty who can perform the tasks specified by the Constitution to regular faculty.
- Because the appointment of associate chairs is allowable under a broad interpretation of Article 2 – Section 4 of the Constitution and because Article 1 – Section 5 articulates “other duties assigned by the Senate President” of the immediate past president, Gibbs recommended no change in the Constitution for these two issues.
- Ran suggested that the issue be tabled and encouraged all members to read the constitution.
- Ansary recommended a sub-committee to review the constitution, which is in line with the general tasks of this Senate and its standing committees.

D. Comments by the Chancellor

- Enrollment numbers continue to be strong. For FA16 we have 5000+ students, and final numbers will be posted the second week of October. Our international student population is 700+, which is 14% of our student body. The countries with the highest representation are China, India, and Korea.
- Planning for FA17 has already begun. We are near capacity facility wise. Kulkarni would like to add an academic building in the future.
- A salary increase of less than 2% has been approved. Faculty and staff should be receiving their letters in the near future.
- Approximately 40+ faculty and staff received information regarding the voluntary retirement. We will not know until the end of the month who will be taking the retirement package. Once that information is received, the administration will determine how to proceed. Staff will have the option to retire between December 2016 and June 2017, while faculty is June 2017. The lump sum payment will be for the 2017-2018 academic year. Faculty will not be able to return during that time, as they will be receiving a salary during that time. Some may be able to return during the 2018-2019 academic year. Each school director will be asked to

meet with Kulkarni and Ansary to create a succession plan. While there may be a significant loss of institutional capital, it will allow Penn State Harrisburg to reallocate resources in the future.

E. Comments by the Senior Associate Dean

- Ansary stated that there are still some struggles with LionPath, but the University is dedicated to working through them. Some features will be updated on September 30, 2016. One issue that they are currently dealing with are the errors on the degree audits. A team will be assembled to make all of the changes.

F. Comments from the University Council Representative

- Wilson was unable to attending the meeting

G. New Business and Report of the Senate President

- a. Discussion on the necessity of setting up and assessment committee
Currently, the college has a committee on assessment. Members include Jennifer Keagy (Faculty Center) and Janice Smith (Learning Center), and led by Omid Ansary (SAD) and Peter Idowu (Asst. Dean for Graduate Studies). The senate would like to create an ad-hoc committee to add another layer of input to our current assessment of programs and programs that may be added in the future. Thompson would be asked to chair the committee and would work closely with L. Null and the Academic Affairs Committee.
- b. Discussion on the support for international students
Anna Marshall, International Student Adviser, and Nihal Bayraktar provided information on our growing student population. Marshall provided the senators with a handout with the needs and concerns of our international students. We have over 900 non US student (permanent residents/green card holders/ F1 or J1 visas), representing 41 countries and regions. There has been a 50% increase in international students from FA15 to FA16 on our campus. During the 2015-2016 academic year, students reached out to the international advising office over 2,400 times.

H. Unfinished Business

None

I. New Legislative Business

None

J. Legislative Reports

None

K. Forensic Business

None

L. Advisory/Consultative Reports

None

M. Comments and Recommendations for the Good of the College

A motion to adjourn was made by Delozier/Swan. The meeting adjourned at 1:05 p.m.

The next meeting of the Penn State Harrisburg Faculty Senate and the Academic Council is scheduled for Tuesday, October 25, 2016, in the Madlyn Hanes Executive Conference Room (C300 Olmsted) beginning at 11:30 a.m.

/slp

**MINUTES
ACADEMIC AFFAIRS
Thursday, October 6, 2016
11:30 A.M. – 12:35 P.M.**

Members present: Gina Brelsford, Rick Ciocchi, Bernadette Lear, Linda Null, Martha Strickland, Juliette Tolay, and Premal Vora

Invited Guest: Jennifer Sliko

Non-voting ex officio member: Peter Idowu

Student Representatives: Gabriella Kim and Andrea Natal

1. Null called the meeting to order at 11:30am.
2. The minutes from the September 1, 2016 meeting were posted in BOX for review. Brelsford commented that her name was spelled incorrectly. A motion to accept the minutes with noted changes was made by Vora/Brelsford, and they were unanimously approved.

3. Review of Programs and Courses

Oranee Tawatnuntachai and Girish Subramanian from the School of Business attended the meeting to discuss the eight IUG programs that they are putting forth.

Accounting/MBA IUG

Finance/MBA IUG

Information Systems/MBA IUG

Management/MBA IUG

Marketing/MBA IUG

Project and Supply Chain Management/MBA IUG

Accounting/Masters of Professional Accounting IUG

Information Systems/Masters in Information Systems IUG

The proposals were reviewed as a package.

Tawatnuntachai presented an overview of the proposals. The graduate portion of the IUG will have 30 credits, 12 of which will double count during the student's senior year.

Eighteen credits will be taken in the student's fifth year. The students will need a 3.5 GPA and must have completed all of the entrance to major requirements. Students can apply for the program when they have between 60-90 credits. Consultation and support was received from Smeal, Behrend, and Great Valley.

Strickland questioned having graduate assistants grading and teaching who may be a bit immature. It was noted that the graduate assistants do not teach, but do assist with grading. This has not been an issue in the Computer Science program. Additionally, they would only be working with undergraduate students.

Strickland felt that the admissions requirement should specify that the 60 credits are undergraduate. It is understood that they are undergraduate credits and do not need to be explicitly spelled out. Strickland questioned how applications would be evaluated, asking what evaluation methods would be used. Subramanian stated that they do have a rubric, which includes factors such as GPA and GMAT/GRE scores. He emphasized there are

other factors to consider as well. However, they do not wish to post the rubric, as they do not want to overlook a good candidate due to a set rubric.

In the executive summary, Strickland questioned the third objective “introduce students earlier to the rigors of both graduate study and graduate faculty” and suggested that perhaps it might be better to introduce them to the graduate faculty research or something similar. Tawatnuntachai will modify.

Null noted that it is not mandatory for a student who is awarded a graduate assistantship to elect to receive the B.S. degree at the end of the fourth year. Tawatnuntachai will modify all affected proposals to remove this requirement.

In the proposed schedule for the marketing IUG, Null expressed concern about students being required to take two 500-level classes in semester 8, in addition to 9 undergraduate credits. (The same is true of the Accounting IUG.) Other members of the Committee agreed. Tawatnuntachai will move one of the electives to the junior year.

Null noted that in the INFSY/MBA, only 9 credits were listed as double counting.

Because the proposal states that up to 12 credits can double count, it was recommended that a schedule showing how this can be achieved be included. Subramanian will address this issue.

According to the Graduate School Curricular Guide for IUG programs,

<http://www.gradschool.psu.edu/faculty-and-staff/faculty/iugs/>, a plan of study is required for all IUG students. The suggestion was made that it might be helpful for this plan to be submitted at the time of the application. Tawatnuntachai stated that once the student was admitted, they would be asked to work with their advisor to work on a plan of study. It was pointed out that the plan should be mentioned in the proposals to address the Graduate School requirement.

A motion to accept the 8 IUG’s, with noted changes, was made by Ciocchi/Lear, and all were unanimously approved.

4. The following meeting dates were selected for the 2016-2017 academic year:

November 17, 2016 11:30 W207

December 8, 2016 11:30 W207

January 19, 2017 11:30 W207

February 16, 2017 11:30 W207

March 16, 2017 11:30 W207

April 20, 2017 11:30 W207

Adjournment at 12:05pm

APPENDIX “C”

Faculty Senate Enrollment Management and Outreach Committee
First Meeting, on October 10th 2016

- The committee met between 1:00 pm and 2:00 pm on Monday

- We introduced ourselves and went over the charges for this year
- Our priority was to run focus groups with Faculty/Staff living around Middletown area to hear about their perspectives on outreach of PSH, especially with Middletown. Here are the next steps:
 - We will apply for IRB approval
 - We will send an email to Faculty/Staff and invite them for the focus group (we already have the list)
 - We will run a few focus group sessions with 10-12 people and ask:
 - ✓ How do the local residents perceive PSH?
 - ✓ What is the impact of PSU in the area?
 - ✓ Do they have any concerns/problems about PSH?
 - ✓ Do the locals know that they have access to PSH library, pool, events, etc.?
 - ✓ What kind of events can PSU have to attract their attention? When?
 - ✓ How can we better reach out to locals?
- In terms of other outreach efforts, we decided to:
 - Call the Middletown Council and invite them to one of our meetings so that they can provide us with a better understanding
 - Call the local press and see if they can integrate PSH in their news (especially one piece about the SEC Building)
 - Talk to PSH Office of Marketing Research and Communications and find out if they can handle the communication with the local press
 - Call Historical Society and see whether they would be willing to help us
 - Maybe run an online survey in Spring 2016 with PSH students to explore if there have had any specific issues with the local community